

Teller County
Community Development Services Division □ **Building Department**



719-687-3048 □ Fax 719-687-5256 □ PO Box 1886 □ Woodland Park, CO 80866

CHANGE ORDER REQUEST

Owner Name: _____ Date: _____

Contractor Name: _____ Permit # _____

Site Address: _____

Contact Phone #: _____

DETAILED DESCRIPTION OF CHANGE: Correspond changed areas on plans with numbered lines and clouded outline. Please give as much detail as possible for the plan reviewer. Lack of information may cause delays and additional fees. No inspections will be scheduled during plan review duration

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SUBMITAL CHECKLIST:

- ___ Original approved Job Set Plans
- ___ 2-Sets of full size detailed drawings of changes located on plans by clouded outline.
- ___ Architectural/engineering approvals may be required
- ___ Revised Site Plan if applicable
- ___ City Approval if applicable (Woodland Park Planning & Zoning 687-9245, City of Victor 689-2284)
- ___ \$50.00 Fee required at submittal
- ___ An additional \$55.00 per hour for plan review time and any additional fees for addition square footage or remodeled spaces will be assessed upon completion of the review of the change order request

